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FILE

*Training?*

DD/S 69-4380

1 OCT 1969

MEMORANDUM FOR: Director of Personnel  
Director of Training

SUBJECT : Problem Solving Seminars

1. Our planning to date for the Problem Solving Seminars has considered participation of grade levels GS-13 through GS-15 only. It is apparent that the benefits accruing from the running of these seminars would apply equally well to lower grade levels which encompass our younger careerists. Moreover, there are certain problem areas in which seminar studies by junior officers, drawing on their experience to date, might be more meaningful than treatment of the same subject by a more senior group, and would also help us bridge the communications gap.

2. Accordingly, I would like the Chief, Support School to arrange for a seminar group of GS-12's for the period 14-19 December 1969 and for a group of GS-11's for the period 11-16 January 1970. For these seminars I would like both groups to study the "channels for communication" problem submitted by the Office of Personnel (which in keeping with our system would be the action office for presenting the problem) expanded somewhat to include the aspect of how best to increase young professionals involvement in management problems. Fully stated, the problem to be considered at both these seminars is:

What steps can be taken to ensure open and mutually understanding communication between Agency management at all levels and the newly appointed, young professional, and how can young professional employees be increasingly involved in major problems and the decision making process?

3. I think this double-faceted problem lends itself to full exploration by these two groups, and I believe that group variations in grade,

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age, and experience would perhaps provide for a measure of balance, with the study of one group supplementing the work of the other. In any event, the talented cross-section of Agency personnel which these groups will represent should give us a significant "feel" for how our young professionals believe they should -- or could best -- participate in program implementation or management.

SIGNED R. L. Bannerman  
R. L. Bannerman  
Deputy Director  
for Support

SOS/DDS:JRP:llh (24 Sep 69)

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1 OCT 1969

MEMORANDUM FOR: Director of Communications  
 Director of Finance  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 Director of Security  
 Director of Training

SUBJECT : Support Directorate Problem Solving Seminars

REFERENCE : Memo for all Office Directors from DD/S, dtd  
 14 Jul 69, same subj (DD/S 69-3201)

1. As a follow on to the three already scheduled Seminars, we now intend to arrange two additional Seminars:

- A. GS-12's for the period 14 - 19 December 1969
- B. GS-11's for the period 11 - 16 January 1970

2. Both groups would devote their attention to the "Channels for Communication" problem submitted by the Office of Personnel, expanded somewhat to include the aspect of how best to increase young professionals involvement in management problems. Fully stated, the problem to be considered at both these Seminars is:

What steps can be taken to ensure open and mutually understanding communication between Agency management at all levels and the newly appointed, young professional, and how can young professional employees be increasingly involved in major problems and the decision making process?

3. With respect to the above noted Seminars, I would ask that each of the Support Directorate Offices forward their nominations (principal and alternate) to the DD/S Senior Training Officer ( [ ] room 2E45) to be received not later than 30 October 1969.

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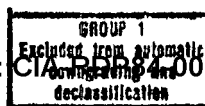
SIGNED R. L. Bannerman

R. L. Bannerman  
 Deputy Director  
 for Support

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29 September 1969

NOTE FOR: Mr. Bann



Following-up on your approval of future Problem Solving Seminars -- in this case for GS-12's and 11's -- I have drafted the attached memorandum to the Director of Training and Personnel asking that they take the necessary steps to set up these Seminars for the period 14-19 December (GS-12) and 11-16 January 1970 (GS-11).

As you will note, what I have done in effect is to combine two of the problems which you selected for these Seminars and have asked that both these problems be presented to each of the Seminars. I have done this because the problems you selected are ones that are not only of great concern to you but also are of a kind which are of equal concern and interest to -- and upon which we can get, I think, a great deal of feed back from -- young professionals at both of these levels.

If you agree with this approach, there are two memoranda attached for your signature: the first, as indicated, going to OTR and OP for their action in setting up the Seminars and the second to the Directorate Offices asking them to submit their nominations for these Seminars.

*TX Vero*  
FVD